

Crafton Hills College Academic Senate  
Approved Minutes  
7 February 2007

Academic Senate President Rick Hogrefe called the meeting to order at 3:04 pm.

**Members Present:** Daniel Bahner, Robert Boehm, Debra Bogh, T.L. Brink, Bob Crise, Kathy Crow, Jodi Hanley, Steve Hellerman, Catherine Hendrickson, Matt Henes, Rick Hogrefe, Jim Holbrook, Denise Hoyt, JoAnn Jones, Lynn Lowe, Damaris Matthews, Mark McConnell, Meridyth McLaren, Catherine Pace-Pequeno, Snezana Petrovic, Diane Pfahler, Ralph Rabago, Jim Urbanovich, Frances White, Gary Williams

**Members Absent:** Jane Beitscher, Marina Kozanova, Robert McAtee (on sabbatical), Bob O'Toole, Sherri Wilson (on sabbatical)

**Guests Present:** Robert Brown, Reuben Harrison, Glen Kuck, Ericka Paddock, Ted Phillips

**I. Administrative Reports**

- A. Dr. Glen Kuck, Executive Director, District Technology Services
  1. Dr. Kuck began by discussing the progress being made with ELumin. Servers have been installed and will be ready to roll out next week. Gary Williams is assisting with the implementation of this service. Blackboard is being used by more and more faculty members for face-to-face, online course, and hybrid courses. Training is being provided to train local staff for each college to support blackboard at each campus. The DECC meetings are occurring monthly. Minutes for those meetings are posted and available. Once the administrators are trained then there will be ongoing meetings with all individuals and the district Bb support site.
  2. There is a Bb community support site for online teaching faculty support that staff can become members of.
  3. The e-commerce system has been approved for both campuses and is currently being rolled out on each campus. The ID cards are currently available in the student services office.
  4. Datatel only has faculty and students populated in the system. This is an issue with new hires and non-faculty support staff. The transaction system can be repopulated with funds from the students and/or his parent(s).

5. Edustream – has been purchased by the district to provide a mechanism to provide faculty generated streaming video to enhance or enrich via video their online and/or their f2f courses. The downside is that it does consume a great deal of bandwidth to stream, which will mean an upgrade to the pipe. There is hope this tool can be used to provide efficient and cost effective training for corporate partners. The cost is high, but the cost recovery from other colleges who are buying in and from corporate partners may off set the cost to the district. Links to the Edustream video service should be up and running, available for use by the faculty by March.
6. There has been a restructuring of the support services for online services at the central office.
7. Print shop at the central office will provide large printing services. All other printing services will stay at the school sites.
8. Questions –
  - a. How long before current instructors using online or telecourses can direct students to Edustream? Early March. Kuck will send the link to instructors.
  - b. Training for developing content? Kuck is the current trainer. Quite a few grants in the work. Looking to partner with KVCR – would allow for real time problem solving – in addition to later viewing. Everything going out will be ADA compliant. It is a tool for faculty. Attempting to make it as user friendly as possible.
  - c. When is the commerce side of Bb coming online? Issue with programming need to be competed first, then departments can set up hardware for money allocation.
  - d. There has been an issue with enrolling users in blackboard. Is this a long term or a temporary situation? Potential issues with both adding and dropping. Not trying to take away the feature, just a temporary change so that a local operator can determine consequences. Campuses can make different determinations. Can configure systems differently if it is determined that is necessary.

## **II. Approval of Minutes from January 24, 2007**

Minutes accepted by consensus

## **III. Treasurer's Report**

Treasurer Jodi Hanley reported that the AS account balance stands at \$1861.92.

## **IV. Other Reports**

- A. Classified Senate Report  
None

**B. Student Senate Report**

1. Reuben Harrison reported that the past two days has been AS days and that they were a great success. There have been large numbers of participants at each event.
2. Harrison met with faculty chairs and discussed process for this year's student satisfaction surveys. Faculty will also assistance in rewriting the survey. Open meeting to discuss rewrite on Feb 23 @ 3:00 in PAC. The survey will be distributed to departments through the Division Deans.
3. AS Elections scheduled for April 16 & 17. League of Women Voters will be assisting with election.
4. There will be a Battle of the Bands on April 28<sup>th</sup> and an Intramural Sports Day is being planned.

**V. Senate President's Report**

- A. 2007-2008 Calendar  
Valley and CHC compromise on calendar. Start day August 20<sup>th</sup> with finals through Dec. 19<sup>th</sup>.
- B. Classified Luncheon Planning  
Goal is to fix some issues from previous years. We could model the luncheon after the graduate breakfast. Serving options include, having it catered, a self-serve BBQ or a potluck supplied by faculty. We need to demonstrate to classified staff their value to the faculty and the college. Recommendations will be made by the Personnel Interests Committee.
- C. By-Laws Task Force (2/14/07 2:00 Crafton Center)  
Discussion of revision of the bylaws. Need to discuss the representational senate, reorganization of the departments and role of officers and the process for replacement of the AS President.
- D. Full-Time Faculty Hiring Policy  
Trudy Largent accepted all of the faculty recommendations. Hogrefe will send it out again to all faculty. Please read and discuss with other faculty.
- E. DELTA Academies  
Robert Brown presented information about the Dreams Express Teaching and Learning Academy. Programs have included the Leadership Academy and the Online Teaching Program. Next academy is focused on effective classroom instruction. There will be a collaborative workshop in March, highly relevant to faculty. There was also interest in having a topic created and presented directly to a department. This may be possible but Brown wants to encourage faculty to participate in campus staff development. \$200 stipend at end of course. Participants will also receive a certificate of Best Practice. Course begins this Tuesday @ 3:00.

- F. Accreditation Issues  
Need to restart discussions of accreditation process.
- G. 2007-2008 Budget  
Beginning process of creating the budget. Proposed budget for next year is favorable to Community Colleges. Last year district lost 808 FTEs, we have made up our share (about 200). We need to sustain and grow more. Valley is planning a mini-summer session to make up remaining FTEs. We need to grow to qualify for additional building projects. Perhaps some funding will be available to fund sabbaticals.

## VI. Old Business

- A. Action Item, 2<sup>nd</sup> Reading: F06.07 Support for the Child Development Center

**Motion: To approve F06.07 for second reading.** (Brink, Rabago MSC)

- B. Action Item: Suggested Amendment to F06.08 Support for the Health and Wellness Center

**Motion: To approve for second reading as amended and with typographical corrections** (Bahner, Brink MSC)

- C. Discussion: Equivalency Policy

Upon review the policy does not appear to violate the Ed code. The Ed Code states that the district will have a policy and this is what we are working on. Hogrefe will note comments and pass them onto the district. Holbrook suggested that all comments be put in writing. We don't have control over / proof of things when they leave here and go to district or SBVC. Hogrefe has submitted all of our comments in writing but reminded faculty that they need to participate. Hogrefe requested comments in writing from Valley as well. Encouraged faculty to put further comments in writing and send to him.

## VII. New Business

- A. Discussion: Statement of Student Rights and Responsibilities  
Statement was given to senate members at end of the last academic year. Student interests committee has revised and submitted to AS. Once our comments are recorded Hogrefe will send the document to the Student Senate for comments.

Is there enough delineation between rights and responsibilities? Should they be split? Spelled out more clearly? Issue with content of #7. Need to clarify who the administrator is. Suggestion to amend to Administrator over Associated Students.

**Motion: To extend discussion for 5 minutes** (Holbrook, Hellerman MSC)

Need to refer to board policy

**Motion: To give as is to the Associated Students for their input**  
(Bahner, Brink MSC)

**VIII. Committee Reports**

- A. Curriculum - None
- B. Student Interests - None
- C. Budget and Planning – in the process of coming up with model for program review
- D. Educational Policy - have looked at minors on campus issues. Main one is being mandated reporters for minors. Looked at White paper and formed recommendations. No required training for being a mandated reporter. Will need campus wide attention including police, board of trustees and faculty. Discussed possible informed consent forms that need to be signed, especially if course has adult subject matter. Recommendation for a board policy. Issue needs to be taken to District Assembly. Also addressed issue of creating a standard of a C or better in major courses rather than just 2.0.
- E. Educational Technology – None
- F. Scheduling – None
- G. Student Learning Improvement Cycles - training sessions are being offered in assessment and student learning outcomes. Announcements will be distributed. Making arrangements to meet with departments about SLOs.

**IX. CCA Report**

Campus officers attended a conference in Irvine. CTA Luncheon will be Wed. Feb. 21 from 11 am –1 pm in Crafton Room. Will discuss upcoming contract negotiations.

**X. Announcements**

None

**XI. Statements from the Public**

None

**XII. Adjournment**

Meeting was adjourned at 4:46 pm.

Respectfully submitted,

Meridyth McLaren, AS Secretary